Minutes of the
Council on Technology Services Meeting
October 27, 1998

Council Attendees:

Secretary Upson, Cheryl Clark, Ray Davis, Jan Fatouros, Chip German (for Polley McClure), Joy Hughes, Pete Kolakowski, Judy Lilly (for Erv Blythe), Ken Mittendorff, Dave Molchany, Mike O'Neil, Gerry Pacyna, Jim Peters, Jerry Simonoff, David Sullivan, Mike Thomas, Lewis Vass.

Secretary Upson convened the Council on Technology Services Meeting on Tuesday, October 27, 1998, at 9:15 a.m. at 601 Pennsylvania Avenue, N.W., 6th Floor, Washington, D.C. He welcomed Council members to Washington and thanked the American Electronics Association (AEA) for allowing the Council to use their facility.

Secretary Upson introduced Kevin Carroll, Executive Director of the AEA's Potomac Council. The AEA represents the span of high tech. The Association was founded by David Packard and has been in existence for 50 years. The Commonwealth of Virginia is a partner and enjoys membership in the AEA's Potomac Council. The Association provides products and services for its members and as a national organization is able to assemble excellent resources. It offers local programs and services but its strengths lie in council networks. The Association is not a local technology council but its role is complementary to councils such as the Northern Virginia Technology Council and the Greater Richmond Technology Council.

Kevin introduced Chuck Mathis, Technology Director for the David Packard Conference Center. The Center contains approximately one million dollars in technologies, of which 95 percent were in-kind donations from the industry. The industry worked together to create a meeting place in Washington for its representatives. The use of the Center is free to member companies, and they have free access to all technology. It contains state-of-the-art videoconferencing, teleconferencing, and presentation systems.

Secretary Upson reported the COTS has become an important agenda item at the Governor's Cabinet meetings. The Governor fully supports and backs the Council and views our work as a singular exercise in the successful implementation of his technology plan. It is great to see the workgroups that have been created.

Secretary Upson invited Jim Hinchman, Deputy Comptroller General of the United States, to speak to the Council. He will address the Y2K issue, how it intersects with state government functions, what the federal government's doing, and what they're looking at in terms of intersecting with states. He will also

provide information on interfaces that state IT systems have with the federal government and the burdens and problems that exist. Ann Armstrong, editor of Civic.Com magazine, is going to talk about best practices she sees throughout the country. Frank Pugliese will address the federal experience and what several states are doing in benchmarking against GSA contracts.

Mike Thomas introduced Leslie Carter, DIT's Services Deputy. Leslie reported the telecommunications RFP for long-distance voice and data communications is "on the street." DIT recently held a conference at Old Dominion University and invited vendors and individuals to ask questions concerning the RFP. An evaluation committee is being established to review all bids, which are due on January 7, 1999.

Secretary Upson distributed the list of workgroups. The IT Compensation and Classification Committee has generated a lot of interest and maybe that is a reflection of the real issues. Seat Management/PC Leasing is good, and you can tell that local governments have an interest in the Single Pipeline issue which is related to what IT is trying to do in telecommunications.

Secretary Upson expressed interest in serving on the Gainsharing Partnerships workgroup as well as on the Data Security/Citizen Privacy group. He asked that the chair of each workgroup present a status report at all future Council meetings.

Mike O'Neil volunteered to serve on the Organizational workgroup.

Jan Fatouros suggested that representatives from the Departments of Health and Social Services be included in the Data Security workgroup, because the health-related patient record issues are pretty substantive, especially with VDH.

Dave Molchany suggested combining the Systems Sharing and Single Pipeline workgroups since they are more or less the same issues. He also volunteered to serve on the Data Security/Citizen Privacy group.

Jerry Simonoff added his name to the Single Pipeline group.

Pete Kolakowski asked to be added to the Seat Management/PC Leasing. He also suggested including a representative from DGS.

Mike O'Neil added John Palese to the Data Security/Citizen Privacy group. John is DSS' security officer for systems and can help the Council implement the workgroup.

Dave Molchany will provide a representative from his office for the Seat Management group. He suggested Rick Wilhelm.

Jim Peters asked if a workgroup on IT Procurement could be formed. Secretary Upson suggested Jan Fatourous serve on the group. The IT Procurement workgroup will provide input to the newly-formed

task force on procurement that Bryan Slater is chairing for Administration. The Task Force will create an IT policy and the COTS IT Procurement workgroup will provide input to the Task Force. Mike Thomas provided an update on VIPNet. This past Thursday, the Board met for the entire day in a strategic planning session to begin work on a number of issues for VIPNet, particularly, how it relates to state agencies and institutions as well as the development of its primary role. The idea is to set a proactive direction for VIPNet instead of handling things as they are brought to the Board or to the network manager. The Board needs to develop a strategic plan to determine the process whereby agencies offer input for their individual needs and have the Council's input. We have talked about how the Council's input will be assimilated into the strategic plan and annual priorities the VIPNet Board adopts. Another issue is how monies generated will be spent. It is estimated that four million dollars a year will be, at least initially, generated by the fees charged for various types of information. I sensed at the Board meeting that money should be spent for development of the web site or for development of applications that could not otherwise be funded. It is not intended to replace what agencies are doing or might have on the drawing board, but to be a catalyst for things that otherwise might not occur for a number of years. The Board views VIPNet as a facilitator, as an entity to help make things happen, to coordinate where necessary, to push where necessary, but not as an entity that tells an agency what to do. The focus is to help match agencies with resources, to help prioritize things and to help coordinate activities. The Board is heading in a cohesive direction and will be a great catalyst for what's going to happen within state government. Mike reported a list of meetings could be found on the Web if you access VIPNet's homepage at "VIPNet.org." There's a section called the "Commonwealth Calendar" which is an application developed by the network manager in conjunction with the Code Commission. Agencies or groups can post meeting notices on this location once an I.D. and password have been obtained free of charge from VIPNet. Activities can be posted on the Commonwealth Calendar which is easily accessible by anyone who has access to the Web. When posting information on the Calendar, the information will automatically be forwarded in the Code Commission for publication in The Virginia Register, eliminating the need for multiple submissions. A confirmation notice is received to verify the meeting notice has been posted. The Board discussed seeking a change in the law to allow everything to be done electronically. The Board is also exploring allowing a board or agency to enter a list of names and having those people automatically notified when a meeting notice is posted. It's fairly innovative and illustrative of the types of things that VIPNet can offer. Ken Mittendorff announced that the Virginia State Police have signed a contract with VIPNet and through them, the public will have access to information on violent sexual offenders. The information will be available through VIPNet beginning January 1st. Secretary Upson suggested that as the VIPNet Board develops its strategic plan, it should include a representative from COTS.

Jerry Simonoff reported that the Gilmore administration wants to emphasize its commitment to ensuring technology resources are used in the most effective manner. A memo will be forthcoming from the Governor's Chief of Staff emphasizing the commitment to efficient use of resources specifically regarding reviews of budget and procurement requests. The procedures will be relatively familiar in terms of CIM's review of procurement requests of $50,000 or more and CIM review and recommendation to the Department of Planning and Budget on budget requests. There are several new twists that reflect the existence of the Technology Secretariat and the role the Secretary of Technology plays as the CIO for the Commonwealth. Jerry briefly summarized that all budget requests will be

reviewed by the Secretary of Technology before reaching the Governor's desk for consideration. It means that the Secretary of Technology will also review every budget request that makes it through the DPB gauntlet. With regard to IT procurements, in addition to CIM review, any request of a million dollars or more will also require the approval of the Secretary of Technology. There is a lot of leverage in the CIO reviewing those requesting a million dollars or more. Similar refinements and procedures will be reflected in the way the Secretariat will be established and formalized in the proposal the Administration will take to the General Assembly. Agencies and institutions should receive that memo shortly.

Mike Thomas demonstrated the Council's Web page from Secretary Upson's homepage. Currently, both are in the developmental stage. The site will become a gateway for the projects the Council will be working on collectively. The site clearly explains the role of the Council in technology for the Commonwealth. It provides links to all of Governor Gilmore's announcements, speeches, and press releases that are made regarding technology. Links are also provided to a number of entities as well as the state agencies under the Technology Secretary. Individual technology councils will also be linked. Regional technology councils are going to play an important role in the development and implementation of IT policies statewide and have, in fact, formed an umbrella group that will replace the Virginia Technology Council. The site will provide the ability to contact members and have access to meeting minutes. There will be access to individual groups and work and papers that are under development. Additional items that can be accessed are the ten basic purposes, meeting notices, and all relevant links. There is also a link to the Governor's Commission on Information Technology.Jan Fatouros distributed a flyer for a November 10 Contract Seminar on Interface Engine Software and related services. DGS will also offer the program for local government members. Contact Francine Barnes to schedule statewide distribution of the seminar.Mike Thomas announced the next COTS meeting will be held on November 24th in Richmond. He asked for one of the agencies to host the meeting since the regular location was not available. Mike asked members to complete the survey on Web-enabled application use of the Internet and return it to Andy Poarch as soon as possible. The survey was mailed to each agency head with a cover letter from Secretary Upson.

Secretary Upson adjourned the business segment of the meeting at 10:10 a.m.